

# VACANCY NOTICE

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

CS-376

REV(08/08)

Description of Position	TITLE OF POSITION: <u>Supervising Eligibility Technician</u>	CLASSIFICATION CODE: <u>02466400</u>
	SALARY RANGE: <u>(A26) \$48888 - 56598</u>	REFERENCE POSITION NO.: <u>1256-10000-3175</u>
	Department of Human Services	APPLICATION PERIOD: <u>09/21/10 - 9/27/10</u>
	Division/Section/Unit <u>Management Svs./LTC</u>	GRACE PERIOD ENDS <u>9/30/2010</u>
	Assignment(s) / Comments <u>Please apply by resume only</u>	
	Shift and Days: <u>Monday - Friday 8:30 - 4:00</u>	Job Location: <u>Providence LTC with Statewide Coverage</u>
	Restrictions/Limitations: <u>None</u>	Responsibilities (Providence Regional Family Center)
	Position Covered By Collective Bargaining Union Agreement <u>Yes X</u> <u>No</u>	
	Name of Bargaining Unit Union: <u>RIASSE, Local 580</u>	
	There is* <u>  </u> is not <u>  X  </u> a Civil Service List for this position	<b>See A/B or Both for Specific Instructions</b>
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.		
General Information to Candidate	<b>INSTRUCTIONS:</b>	
	<b>A. STATE EMPLOYEE LATERAL BIDDER:</b> Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	<b>Most Important</b> - Please include the following information:	
	<ul style="list-style-type: none"> <li>The title of the position for which you are applying</li> <li>Title of your present position and date you entered it</li> <li>Date you entered State service</li> </ul>	<ul style="list-style-type: none"> <li>Name of department where you are currently employed</li> <li>Your business telephone number</li> <li>Present Union Affiliations</li> </ul>
	<b>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</b>	
	<b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b>	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	<b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS</b>	
	<b>Reasonable Accommodations:</b> If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.	
	<b>Medical Information:</b> Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).	
Statement of Duties	<b>DUTIES / RESPONSIBILITIES:</b>	
	This position will supervise Long Term Care/Adult Services staff who are based in the Providence Regional Family Center. Additionally, this position is expected to provide supervision on a regular basis to staff based in the DHS Newport Family Center, and could be required to provide supervision to other LTC offices. Duties will include: supervising staff who provide eligibility determinations for applicants of Long Term Care Services in both home and community based settings, and institutions. Also, to supervise those who provide ongoing case management duties for a number of persons in home and community based settings. May also be required to provide assistance with other Long Term Care program duties as determined appropriate by the program Administrator or designee. To do other related duties as required.	
Minimum Education & Experience	<b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b>	
	<b>Education:</b> Successful completion of at least two years of academic study in an accredited institution of higher learning; and	
	<b>Experience:</b> Full-time employment in a responsible position which required the making of evaluations and important decisions bases on a review of information gained through interviews, applications or completed records.	
	<b>Or,</b> any combination of education and experience that shall be substantially equivalent to the above education and experience.	
Where to Apply	Apply within the application period as shown on this announcement. <b>NOTE:</b> Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. <b>SEND RESUME to:</b>	
	Ann DeBonis	Telephone #: <u>401-462-2481</u>
	OHHS Human Resources Service Center	Fax #:
	Benjamin Rush Building, #55	TTY/TDD #: <u>401-462-3363</u>
	600 New London Avenue	(Telecommunication Device for the Deaf)
	Cranston, RI 02920	



STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER